

TO: UC Students Employed at LBNL

FROM: Paul Flynn, Disbursements and Project Costing Manager

SUBJECT: Action Required - Student FICA Exemption

As a University of California (UC) student employed at Lawrence Berkeley National Laboratory (LBNL) you are eligible to be exempt from Medicare (1.45%) and UCRS Defined Contribution Plan (7.5%) if you meet the following criteria:

- You are employed less than 32 hours a week at LBNL **AND**
- As an undergraduate student, you are enrolled in a minimum of 6 units or as a graduate student, you are enrolled ½ time

By taking advantage of this exemption, your net pay (take home pay) will be higher.

The Internal Revenue Service (IRS) requires documentation which supports enrollment, for this exemption to be extended to you. In order to meet this requirement LBNL **needs you** to provide Payroll with registration documentation on **two key dates each quarter/semester you are enrolled at a UC campus**: 1) the date classes begin and 2) on the last day to drop or add a class for each term (Fall, Winter, Spring, Summer as appropriate). We have included a list of campus and registration documentation websites below.

**UC Berkeley Students:**

Students only need to provide the documentation for Fall Term enrollment beginning August 18, 2011 to Rosario Sayson-Baraoidan (addresses below), since we are partnering with the UCB Registrar's Office to obtain the information needed for the remainder of your student employment with LBNL.

**For all other UC Campuses:**

Students need to provide documentation on all key days and submit to Rosario Sayson-Baraoidan (addresses below).

If Payroll does not receive your documentation within two weeks of the key dates as requested, then you will be disenrolled from the Student FICA Exemption and will be subject to Medicare (1.45%) and UCRS Defined Contribution Plan (7.5%), **resulting in a lower net pay on payday.**

**Please check your LBNL email account regularly for communications from LBNL HR and Payroll offices.**

If you have any questions, please contact Rosario Sayson-Baraoidan at X6551 or [taxinfo@lbl.gov](mailto:taxinfo@lbl.gov), Internal address: MS 971PR  
External address: 1 Cyclotron Road, MS 971PR, Berkeley, CA 94720.

**Registration Documentation Websites**

<u>Campus</u>	<u>Calendar Website for Key Dates</u>	<u>Documentation Website</u>
UC Berkeley	<a href="#">UCB Academic Calendar</a>	<a href="#">Bear Facts</a>
UC Davis	<a href="#">UCD Academic Calendar</a>	<a href="#">MyUCDavis</a>
UC Hastings College of the Law	<a href="#">UCH Academic Calendar</a>	<a href="#">WebAdvisor</a>
UC Irvine	<a href="#">UCI Academic Calendar</a>	<a href="#">Zot!Portal</a>
UC Los Angeles	<a href="#">UCLA Academic Calendar</a>	<a href="#">MyUCLA</a>
UC Merced	<a href="#">UCM Academic Calendar</a>	<a href="#">MyUCMerced</a>
UC Riverside	<a href="#">UCR Academic Calendar</a>	<a href="#">Growl</a>
UC Santa Barbara	<a href="#">UCSB Academic Calendar</a>	<a href="#">UCSB GOLD</a>
UC Santa Cruz	<a href="#">UCSC Academic Calendar</a>	<a href="#">MyUCSC</a>
UC San Diego	<a href="#">UCSD Academic Calendar</a>	<a href="#">MyTritonLink</a>
UC San Francisco	<a href="#">UCSF Academic Calendar</a>	<a href="#">MyAccess</a>